Title: Senior Laboratory Associate

Essential Function

Under general supervision from a designated administration, provide support activities for the research and/or teaching needs of designated laboratories through the administration of operational policies and procedures and the integration of lab activities with community needs.

Characteristic Duties

- Provide training, supervision and assistance to students and/or researchers regarding the use of lab or lab equipment.
- Provide support for research and/or teaching needs of faculty. Develop and distribute handouts, manuals and documentation to students and faculty.
- Coordinate the integration of community needs with lab activities.
- Set-up, troubleshoot and supervise the use of lab equipment and/or experiments.
- Maintain supplies and equipment inventory and/or quality control activity. Order supplies/equipment as needed.
- Develop and implement safety programs.
- Provide in-service on use of equipment.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience.

Last updated: June 2003